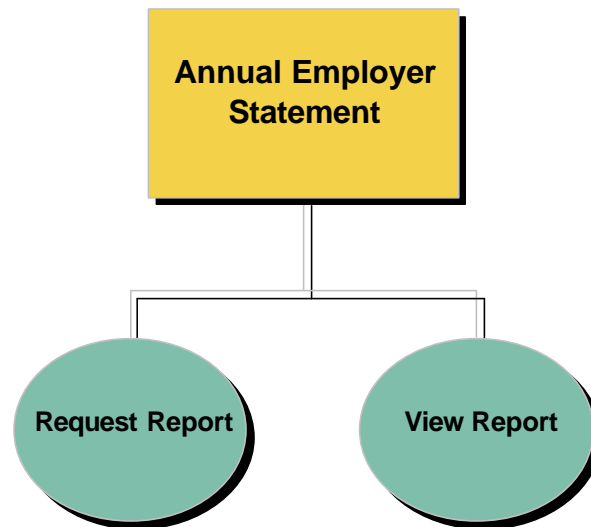


## Annual Employer Statement

The Annual Employer Statement is a synopsis of an agency's CalPERS retirement contract. The statement lists data unique to each agency such as the agency's employer code, coverage groups, employee and employer rates, and optional benefits.

Only public agency and school employers will receive this statement. State agencies do not receive the Annual Employer Statement.



Information on the Annual Employer Statement includes:

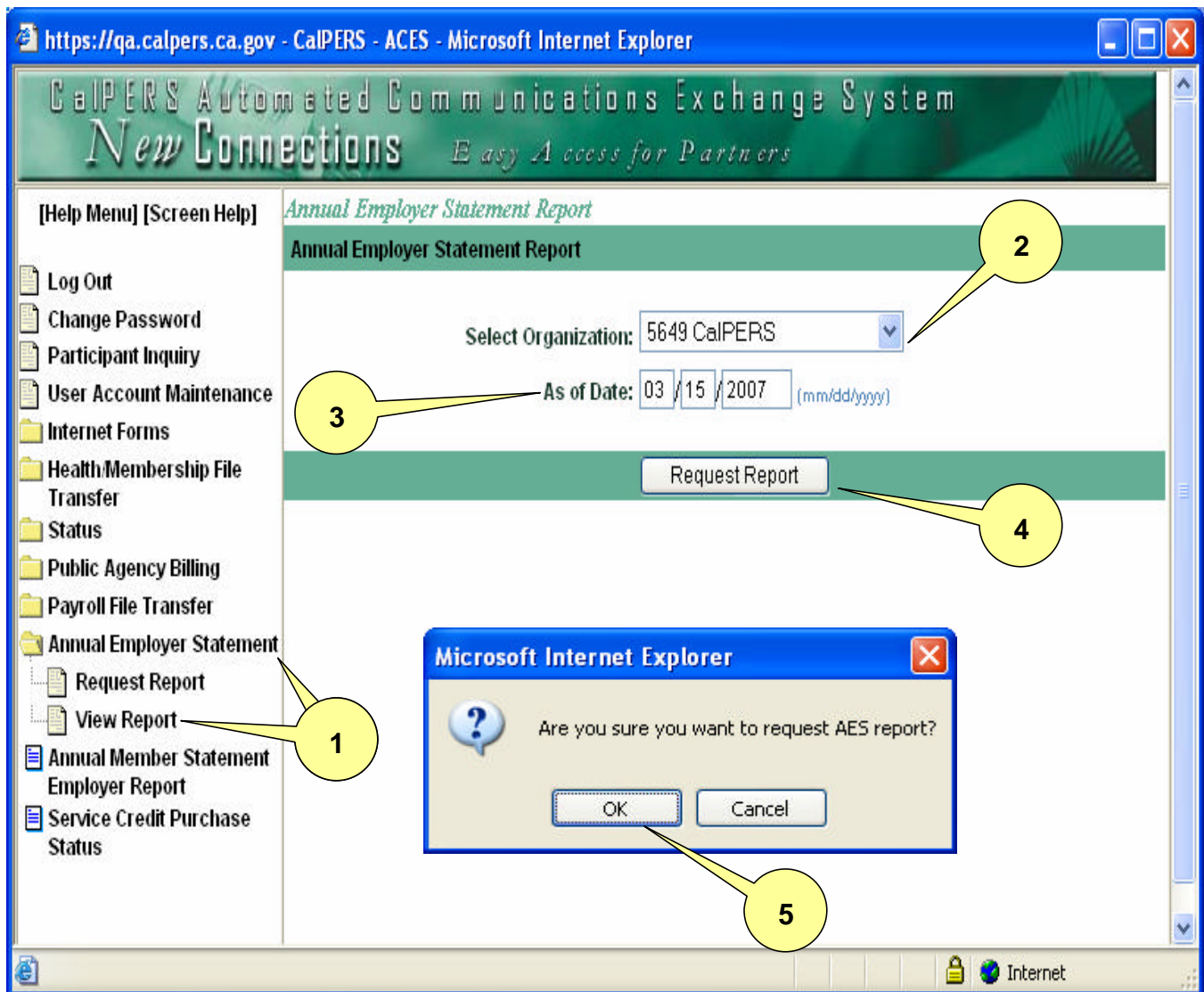
- Listing of the different coverage groups under the agency contract stating the retirement formula and whether or not they are coordinated with social security
- The member contribution rate
- The agency's employer contribution rate. This confirms the information that was provided to the agency in the annual valuation.
- Listing of all the benefits for each individual coverage group for which the agency contracts.
- Listing of any membership exclusions
- Listing of any resolutions adopted by the agency
- Definition pages providing employers with detailed descriptions of each section of the Annual Employer Statement

To gain access to the Annual Employer Statement, an Account Administrator must modify a user's account to grant access to this application. Please refer to the [Account Administrator section](#) of the ACES User Guide for instructions on granting application access.

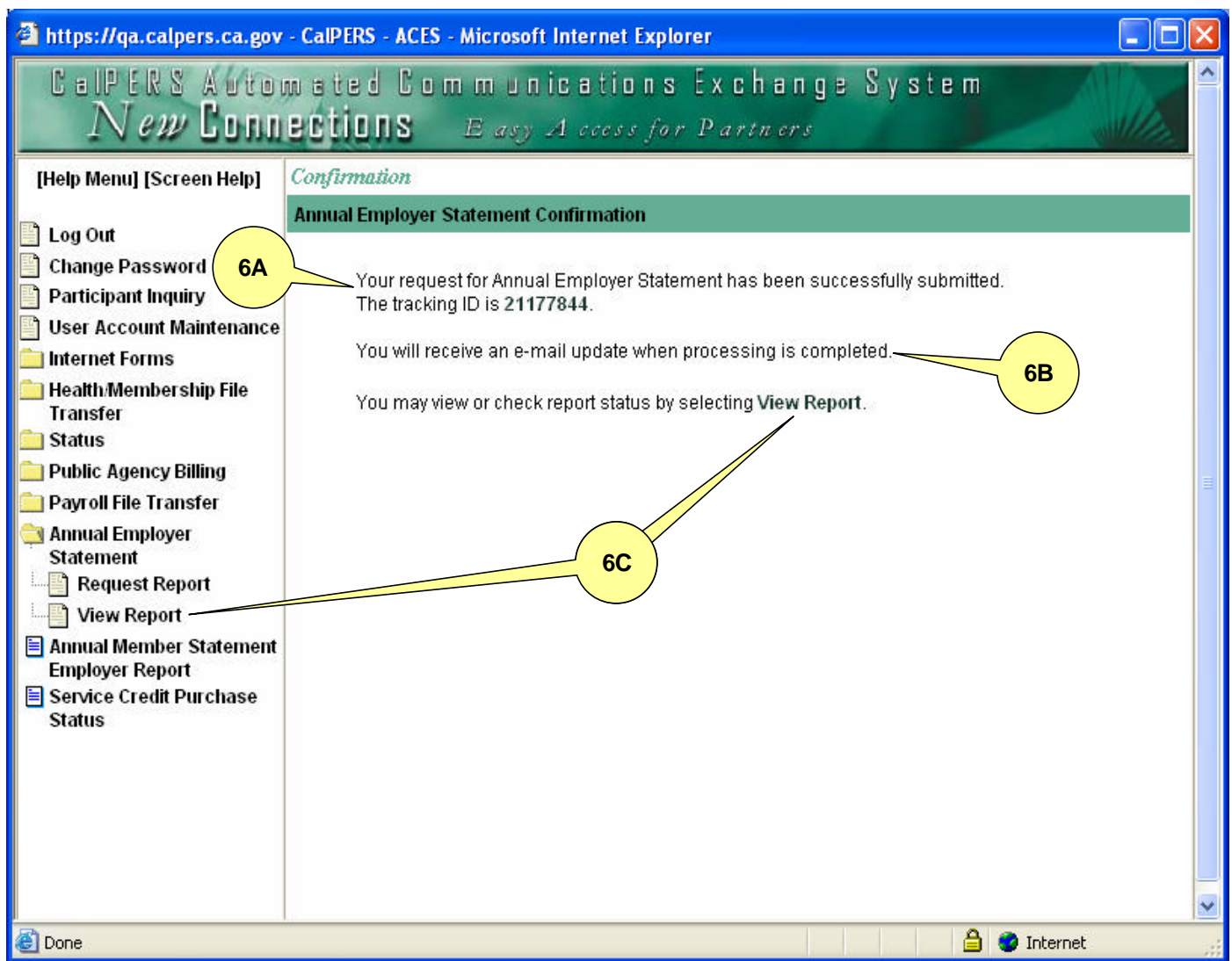
If you have any questions, please call the CalPERS Employer Contact Center toll-free at **888 CalPERS** (or **888-225-7377**).

### Request Report

1. Select **Annual Employer Statement** from the Navigation Menu and select **Request Report**.
2. Select **Organization** from the drop-down menu.
3. Select the “**As of Date**” (defaults to current date).
4. Click **Request Report**.
5. Click **OK**.

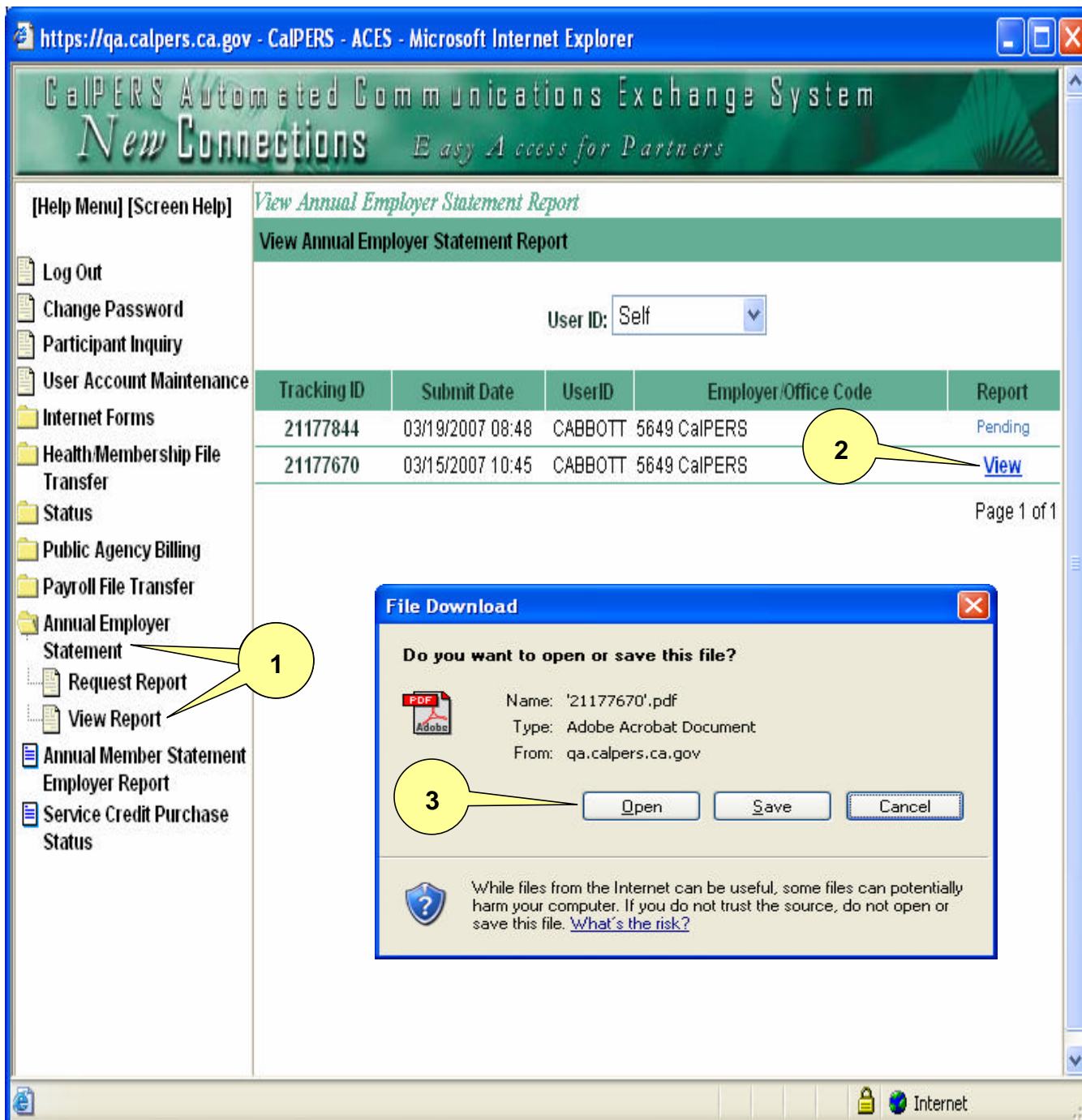


6. The system processes the request and:
- A. Displays a confirmation message including a Tracking ID for future reference
  - B. Indicates an email will be sent to the user to confirm the completion of the report. This will typically be received within an hour of requesting the report.
  - C. Updates the request record to a “Pending” status while the request is being processed. When the process is complete, the Annual Employer Statement can be viewed in **View Report**.



## View Report

1. Select **Annual Employer Statement** from the Navigation Menu and select **View Report**.
2. Click “**View**” in the Report column for the selected Tracking ID.
3. When the File Download dialogue box appears, click **Open**. The statement is generated and displayed in .pdf format using Adobe.



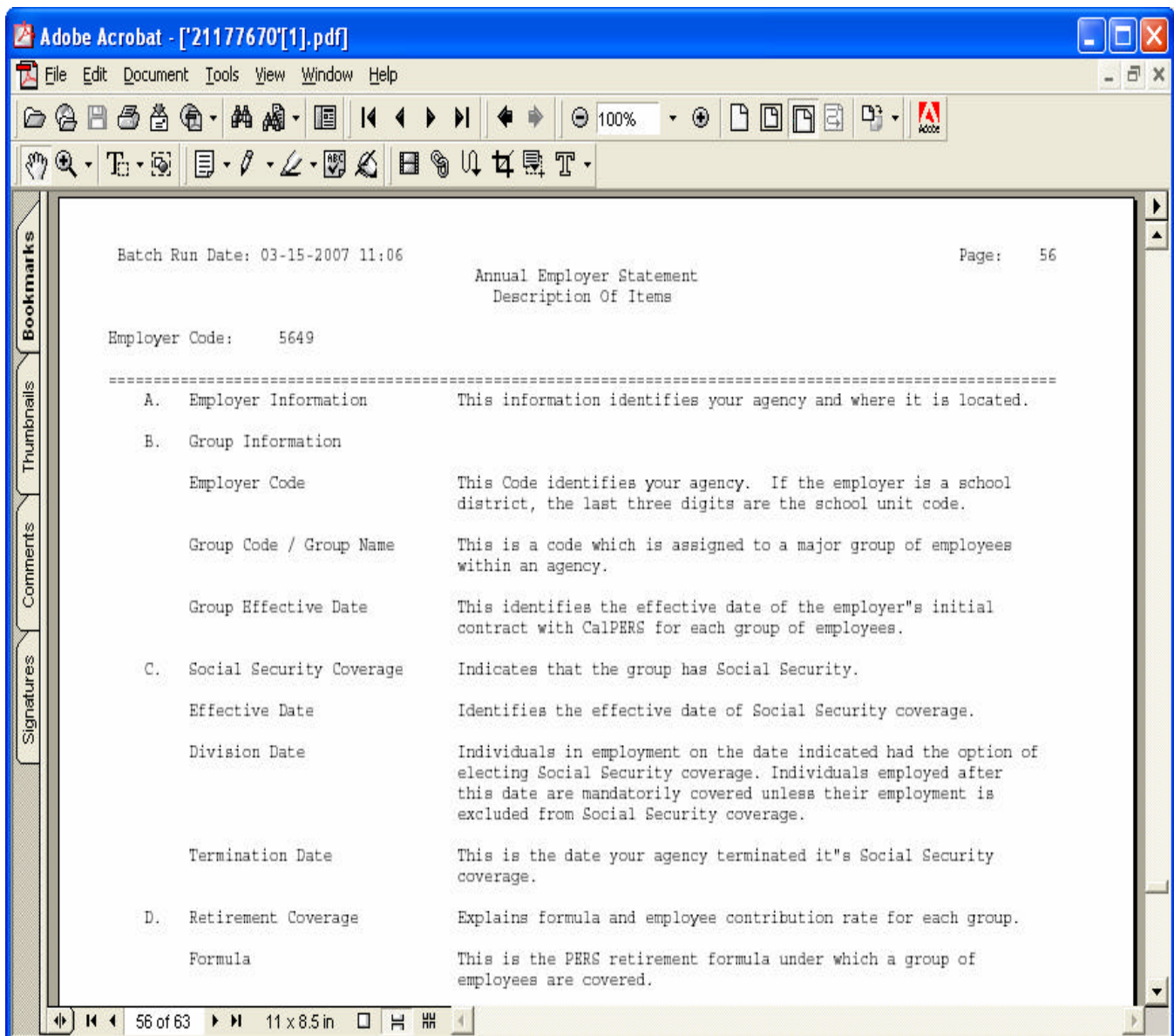


## Save and/or Print the Annual Employer Statement

Adobe displays the option to Save or Print the via the icons on the toolbar or by utilizing the standard navigation of selecting File from the toolbar menu to save or print.

## Annual Employer Statement Description of Items

Definition pages providing employers with detailed descriptions of each section of the Annual Employer Statement is available in the Description of Items section located at the end of the Annual Employer Statement.



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